

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chiefs, Processing Branch
Special Control Branch

DATE: 29 April 1958

FROM : Chief, Document Div. *W*

SUBJECT: Document copy service

The estimated production of one man month of copy effort is 6,000 pages. Our monthly rate is climbing towards 12,000. I would like to have your suggestions on holding the workload to 6,000 pages per month.

I propose the following limits:

documents under 10 pages	-	no limit on copies
10 - 25 "	-	six copies or less
25 - 75 "	"	three " " "
over 75 "	-	one copy

This policy would require more extensive routing of copies we produce.

Please be prepared to discuss a decision on the above on 5 May.